

## Mansfield ISD Hobby Lobby Card Check-Out Agreement

- I understand**
- That by checking out the MISD Hobby Lobby card, I will be liable for any purchases made with the card during the time that it is checked out to me.
  - That MISD is exempt from payment of sales tax on any purchases made with the Hobby Lobby card. Should sales tax be charged I will be personally responsible for reimbursement to MISD for the amount of the sales tax.
  - That I am required to obtain receipts for any and all purchases made with the card, and that I will submit all such receipts to the card manager at the time that the card is checked back in.
  - That I may be held personally liable for any charges billed to the card for which receipts are not submitted or authorization is not given prior to the purchases. *I agree that these charges may be deducted from my pay check.*
- I will provide Hobby Lobby an official MISD Purchase Order when making a purchase.**

Name & Phone Number of Person Checking Out Card	Date Checked Out	Name(s) of Authorized Vendor (s)	Purchase Order Authorized Expenditure
Name:		HOBBY LOBBY	PO#
Phone:	Date Checked In	Receipts Provided?	Total Charges
<u>Budget Code(s):</u>		___ Yes ___ No	\$
<u>Item(s) Purchased:</u>			

\_\_\_\_\_  
Signature of Person Checking Out Card

\_\_\_\_\_  
Date Checked Out/Date Returned

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